

"PRINCIPLES AND PRACTICES OF EXECUTIVE LEADERSHIP"

In this part of the course representative members of the food service industries will confront a University staff member with some challenging problems.

From the University: Dr. K. S. Bernhardt,
Department of Psychology.

February 7th

EMPLOYEE RELATIONS:

What is a day's work: Practical techniques of personnel administration.

February 14th

EMPLOYEE RELATIONS:

Effective methods of employee training. Tools and Tactics.

February 21st

EMPLOYEE RELATIONS:

The problem employee—the employee with a problem.
Talking sense—and sensing feelings.

February 28th

PUBLIC RELATIONS:

Here's what you can do about it.



**UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION**

Session 1960-61

Winter Term 1961

COURSE IN

**ADMINISTRATION
IN FOOD SERVICES**

Offered in co-operation with the
CANADIAN RESTAURANT ASSOCIATION
TORONTO AND DISTRICT BRANCH

P80-0220
(66)

ADMINISTRATION IN FOOD SERVICES

Tuesdays

8 Lectures

This course, a series of lectures dealing with basic principles of administration, is designed to stimulate thought and action among people holding executive or supervisory positions in the Food Service Industry.

Recognizing its broad responsibilities to the Canadian public, the Toronto and District Branch of the Canadian Restaurant Association, together with the Division of University Extension, has developed this short course in administration.

Enrolment will be limited.

COURSE CHAIRMAN

Mr. Dalton Waller,
Walfoods Limited.

Educational Committee

Mr. Gus Boukydis, Jr.
Bruce Bellinger
Duncan Niles
Miss Cladys Martin, Chairman

PLACE: Room 2034, Wallberg Building
(corner of St. George and College Streets)

TIME: 8:00 p.m. Tuesdays, beginning January 10th

FEE: \$15.00

REGISTRATION

By mail or in person at Room 207, 65 St. George Street, 9 a.m. to 5 p.m. daily except Saturdays. Application forms may be obtained by writing The Director, University Extension, 65 St. George Street, or by Telephoning WALnut 3-6611, locals 301, 307.

PROGRAMME

"THE FUNCTIONS OF MANAGEMENT"

January 10th

MERCHANDISING TO A PROFIT

LECTURER: Mr. John Bull,
Baker Advertising Agency Limited.

MODERATOR: Mr. Gus Boukydis, Jr.,
Diana Sweets Limited.

PANEL MEMBERS: Mr. Stanley Bush,
Vice President and General Manager,
Murray's Restaurants Limited
Mr. Tom Brown
President,
The Noshery Limited.

January 17th

CONTROL

Quality Food: establishing and organizing to accomplish objectives.

LECTURER: Dr. Barbara A. McLaren,
Director,
Faculty of Household Science.

January 24th

SOME FUNDAMENTAL RESPONSIBILITIES OF MANAGEMENT

LECTURER: Professor S. C. Hennessey,
Department of Political Economy.

January 31st

IMPORTANCE OF CHEMISTRY OF FOODS

LECTURER: Dr. Sven Young,
Young's Research & Technical Institute.